WORD Intermediate

Objectives:

- Learn how to adjust a document's layout using Page Setup.
- Learn Word functions to insert dates and symbols.
- Learn to use Cut/Paste and Copy/Paste.
- Learn how to work with two Word documents open at the same time.

What can I use Word to do?

Word is a word processor that you can use to create and print any type of document – for example, letters, resumes, school papers, and business documents.

Renée and John Argent
435 Turtle Lake Road
Shoreview, MN 55126

December 16, 2003

To:
Ms. C. Garand
4711 W. Como Ave.
St. Paul, MN 55106

Dear Cookie,

Thanks so much for your exquisite housewarming gift of a Crystal Chandelier. I'm sure it will look perfect in our new home.

And speaking of our new place, we would like to invite you to come and attend our gala Open House party at Noon on Sunday, Jan 4. We don't have any furniture, appliances, or lamps for our place yet, so for your own comfort we suggest you bring a few things with you, including:

> folding chair
> flashlight
> food for potluck dinner
> thermos with hot drink

The house furnace also has not yet been installed, so please be sure to dress warm. We have a beautiful view over the lake, but the cool breeze off the lake in winter does bring down the temperatures a bit. I would expect temperatures outside (and inside) to be somewhere around 10° F below zero.

Hope to see you soon.

Best wishes,

Renée & John

Housewarming Gifts List

Ms. C. Garand
4711 W. Como Ave.
St. Paul, MN 55106

Cookie

Crystal Chandelier

Mr. N. Taylor
125 N. Hamline Ave
Roseville, MN 55113

Norman

Cleaning bucket with detergents, mops, sponges

Ms. N. Haughton
75 N. White Bear Ave.
Maplewood, MN 55144

Nancy

Mattress & Pillow covers

Word Intermediate - Tips

1. To show all menu and toolbar items, click on **Tools → Customize** and uncheck the box for "Standard and Formatting toolbars share one row" and the box for "Menus show recently used commands first"; then click on Close.

2. Adjust page Margins and paper orientation using **File → Page Setup**.

3. To show Invisible characters, click on the **Show/Hide ¶** toolbar icon.

4. **Selecting**:
   - Drag over text while holding down left mouse button to select several words at once. Note that you can drag the mouse up or down to select other lines. Be sure to start at either the end or the beginning, but not in the middle.
   - If you select the wrong area, immediately un-select it by clicking anywhere in the document.
   - Double-click within a word to select the entire word.
   - Triple-click within a paragraph to select entire paragraph.
   - Move cursor into left margin until it turns into an arrow pointing up and to the right, and then click to select entire line. You can drag up or down to select several lines at once.
   - Select ALL the text with **CTRL + A**, or menu items **Edit → Select All**.

5. To insert special characters, click on **Insert → Symbol**.

6. To insert today's date, click on **Insert → Date and Time**.

7. Set automatic formatting using **Tools → Autocorrect Options**.

Three-Step Procedure To Format An Area Of Text:
1. Select area to be changed.
2. Click on change(s).
3. Click mouse anywhere on document un-select area.

Procedure For Cut/Paste or Copy/Paste:

Copy:	Paste:
1. Select the text you want to copy (to select, click and drag the Mouse through the text).	**1.** Use Mouse to click where you want the text to go.
2. Click the Edit Menu button.	**2.** Click the Edit Menu button
3. Click on Copy	**3.** Click on Paste